

# FEDERAL ACQUISITION INSTITUTE



FAITAS 2.0 | FEDERAL ACQUISITION INSTITUTE  
TRAINING APPLICATION SYSTEM

# USER GUIDE



[www.fai.gov](http://www.fai.gov)

Version 1.0

PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES

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# 1

## INTRODUCTION

The Federal Acquisition Institute Training Application System (FAITAS 2.0) is the avenue for all federal civilian agency employees to electronically submit applications for resident, web offerings, or continuous learning training courses.

FAITAS 2.0 monitors and manages workforce certification requirements and provides access to Federal Acquisition Institute Defense Acquisition University (DAU) training that includes classroom, distance learning, and continuous learning courses.

There are five different roles within FAITAS 2.0. Each of their main functions is listed below:

1. Employees make training requests.
2. Supervisors recommend approval of or disapprove training requests from employees.
3. Training Managers recommend approval of or disapprove training requests from either employees or supervisors.
4. Registrars act upon the recommendations of supervisors or training managers.
5. System Administrators manage the overall FAITAS 2.0 system.

This user guide addresses the employee, supervisor, and training manager roles. Additional user guides cover the registrar and system administrator roles. If there is no training manager assigned, the registrar is the next and final approval authority for training requests.

Members of the Federal Acquisition Institute workforce who are not federal civilian agency employees must apply for training at their respective agency websites. A list of training application systems and the communities they serve is listed below.

Army - <https://www.atrrs.army.mil/channels/aitas>

Navy - <https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>

Air Force - <https://www.atrrs.army.mil/channels/acqnow>

Department of Defense - <https://www.atrrs.army.mil/channels/acqtas>

Contractor/Industry - <https://atrrs.army.mil/channels/nondod>

Contractor employees working for civilian agencies are not eligible to apply for training.

For further information on continuous learning requirements and associated training, visit the Federal Acquisition Institute website at: <http://www.fai.gov>

# 2

## REGISTER

If you are a first-time user of FAITAS 2.0, you will need to register.

To start the registration process, enter the following URL into your browser:  
<http://www.atrrs.army.mil/FAITAS 2.0>

The FAITAS 2.0 login screen opens.

- 1 Click the **Register Here** link.
- 2 Provide your .mil or .gov email address.

A confirmation code will be sent to your email account. Use the link from the confirmation email to continue registration. The confirmation email also contains a confirmation code.

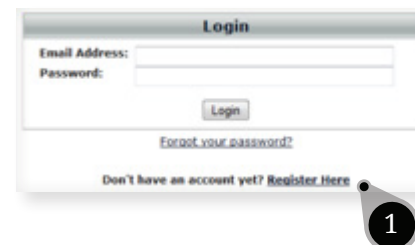


FIGURE 1: Register Here

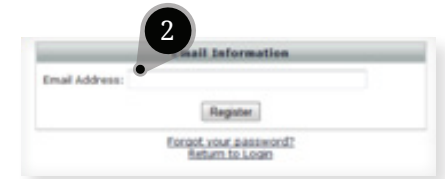


FIGURE 2: Email Information

# 3

## LOG IN AS EMPLOYEE

To use the Federal Acquisition Institute Training Application System (FAITAS 2.0) requires an email address and password. If you are new to FAITAS 2.0, password information was included in the email confirmation you received during the registration process.

To log in, enter the FAITAS 2.0 URL: <http://www.atrrs.army.mil/FAITAS 2.0>

Enter your email address and password.

- 1 Select the **Login** button.

***NOTE:** If you forgot your password, click the **Forgot Your Password** link to receive additional instructions.*

A **Privacy and Security Notice** window opens to explain the conditions you must agree to before you enter FAITAS 2.0. If you choose to agree to the conditions outlined in the Privacy and Security Notice window, click the **I Agree** button.

The FAITAS 2.0 homepage opens. A **Notice to First Time Users** emphasizes that this website is for the use of federal departments/agencies/bureau employees only and directs other users to their respective websites. Note: At this point first time users will be directed to set up their Account and Employee Profile.

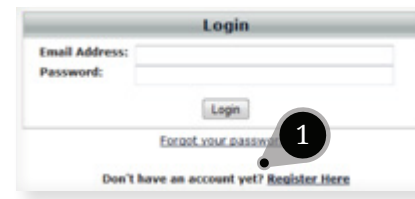


FIGURE 3: Forgot Your Password

# 4

## MENU SYSTEMS AND SYSTEM FEATURES

The FAITAS 2.0 main menu contains a horizontal navigation bar towards the top of the window. The navigation bar includes various tabs. The number of tabs you see will depend on your assigned role within FAITAS 2.0 2.0. Employees and registrars, for example, see different tabs.

① As an Employee, you see the following:

- **My Status** includes functions to view/edit your account, profile, and dashboard.
- **Manage Career** includes functions to request, edit, or view training requests.
- **Help** provides both user guide access and Frequently Asked Questions.
- **Logout** allows you to logout of the FAITAS 2.0 website.
- **Not [User Name]?** allows you to logout if your user name is not the one listed.



FIGURE 4: FAITAS 2.0 2.0 website, navigation bar features

- ② Click the FAI bar at the top of the page to go to the Federal Acquisition Institute (FAI) homepage.
- ③ Additional navigation options are provided by the breadcrumbs. Breadcrumbs are located below the horizontal navigation bar. Any underlined word is an active link. Clicking on an underlined link takes you to that page.

## My Status

The **My Status** tab provides functions to view and/or update your account, profile, or dashboard.

### Account

The first time you use FAITAS 2.0, you must complete the **Account** form. Click **Account** under the **My Status** tab (see FIGURE 5) to update your email address.

- ❶ All email addresses must end in either .gov or .mil.
- ❷ All passwords must be between 8-12 characters long, include one upper-case and one lower-case letter, one number, and one symbol.
- ❸ Select and respond to three security questions from a suggested drop-down list.
- ❹ Click **Update** to continue.
- ❺ The **Cancel** button returns you to the dashboard.

The screenshot shows the 'Update Account' form with the following sections and callouts:

- Instructions:**
  - Make changes to your account information, then click "Update" to complete.
  - New Passwords must be 8 - 12 characters in length, containing at least one upper-case letter, lower-case letter, number and symbol.
- Account Information:**
  - SSN: XXX-XX-2249
  - Email Address: ED.Person@asmr.com (Callout 1 points to the email address field)
- Change Password:**
  - Old Password: (Callout 2 points to the password field)
  - New Password:
  - Confirm Password:
- Security Questions:**
  - What is the name of the city you where you were born? (Callout 3 points to the first question dropdown)
  - Answer: born
  - What is the name of the high school where you graduated? (Callout 3 points to the second question dropdown)
  - Answer: graduated
  - What is your mother's maiden name? (Callout 3 points to the third question dropdown)
  - Answer: name
- Buttons:**
  - Update (Callout 4 points to the button)
  - Cancel (Callout 5 points to the button)

FIGURE 5: Update Account

## My Status *(continued)*

### Profile

All FAITAS 2.0 users are required to create and maintain a personal record that is referred to as an **Employee Profile**. The first time you use FAITAS 2.0, you must complete the **Employee Profile** form. Information in your Employee Profile is used to auto-populate training applications, thereby saving you time and effort. It is critical to keep profile information up-to-date and accurate. You may review and update your profile as often and whenever you need.

The **Employee Profile** form (see FIGURE 6) opens automatically when you log on.

**NOTE:** The **Employee Profile** form can also be accessed under the **My Status** tab.

- 1 Required fields are bold, maroon in color, and have asterisks. Certain browsers may not display the asterisks.
- 2 FAITAS 2.0 recognizes you from your logon details and pre-fills your SSN information with just your last four numbers. All required information will need to be entered.
- 3 Click **Update Information** to save your changes to the FAITAS 2.0 database when all sections of the form are complete.
- 4 **Cancel** returns you to your dashboard.

**NOTE:** You must have a supervisor to continue with the application process. If your supervisor does not already have an account, you will not be able to find them with the Search function. Without a supervisor selected, your profile can be saved but no further training request can proceed. If you discover your supervisor does not have an account, send an email immediately to your supervisor requesting that he/she creates a FAITAS 2.0 account.

The screenshot shows the 'Update Profile' form with the following sections and fields:

- User Information:**
  - SSN: xxx-xx-2249 (Callout 2 points to this field)
  - Date of Birth: \* Jul 11 1967
  - Gender: \* Male (Callout 1 points to this field)
  - Prefix: (dropdown)
  - First Name: \* ED
  - Middle Name: (text box)
  - Last Name: \* Person
  - Suffix: (dropdown)
- Home Address:**
  - Country: \* USA - UNITED STATES (dropdown)
  - Address: \* 37 address st
  - Address 2 (non U.S.): (text box)
  - City: \* McLean
  - State: \* VA - VIRGINIA (dropdown)
  - ZIP: \* 22109
  - Phone: \* 7036644599
- Supervisor Information:**
  - Select Supervisor (button)
  - Name: (text box)
  - Email: (text box)

At the bottom right, there are two buttons: 'Update Information' (Callout 3 points to this button) and 'Cancel' (Callout 4 points to this button).

FIGURE 6: Employee Profile



## My Status *(continued)*

### Dashboard

The dashboard is your homepage. The number of widgets or components that you see on the dashboard (see FIGURE 7) depends on your role.

As an employee, you see:

- 1 **My Current Class List** includes a chart that lists the status of any course you have requested and the **Apply for Training** function.
- 2 **Announcements** from the Registrar and/or System Administrator.
- 3 **Transcript Summary** for any course that you have completed. If you have not yet completed any courses, your current job title, career field, and job series information from your **Employee Profile** will be listed.



FIGURE 7: Dashboard Widgets

The **My Current Class List**, **Announcements**, and **Transcript Summary** widgets can be moved around the page for you to customize its appearance. To move a widget, click your left mouse button when you are over one of the widgets and, without releasing the mouse button, move the widget to a new location. If you need help, hover over a question mark icon to see relevant explanatory messages. If you have yet completed any courses, your current job title, career field, and job series information from your **Employee Profile** will be listed.

- 1 The **Apply for Training** opens the **Course Search** function. See **Search for Training** for more information.

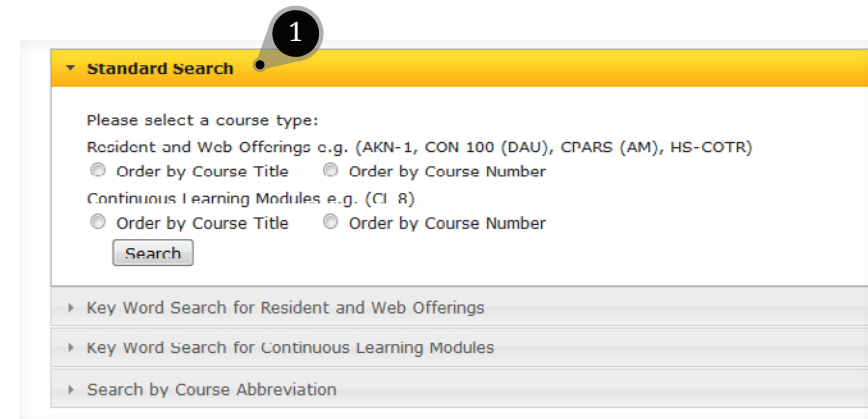


FIGURE 8: Standard Search

## Manage Career

One advantage of FAITAS 2.0 is the convenience it provides employees who need to apply for classroom or web-based training. This can be done from any location in the world where there is an internet connection.

The **Manage Career** tab provides functions to search and apply for training (Search for Training), view training requests (My Training Requests) and view past course history (My Training History) as seen in FIGURE 9.



FIGURE 9: Manage Career tab

### Search for Training

Under the **Manage Career** tab, click **Search for Training**.

**NOTE:** From your dashboard, the **Search for Training** window also opens when you click **Apply for Training**.

In FAITAS 2.0, there are four ways to search for training:

1. Standard Search
2. Key Word Search for Resident and Web Offerings
3. Key Word Search for Continuous Learning Modules
4. Search by Course Abbreviation

Once you locate the course you need through one of the four search options, FAITAS 2.0 walks you through the application process. See **New Training Request** for more information about the registration process.

## Manage Career *(continued)*

### Search for Training: *Standard Search*

Use the Standard Search option if you know the course title or course number for **Resident and Web Offerings** or **Continuous Learning Modules**. The standard option allows a complete listing (see FIGURE 10).

- 1 From the **Course Search** window, select a course type, either **Resident and Web Offerings**, or **Continuous Learning Module**.
- 2 Click the radio button next to **Order by Course Title** or **Order by Course Number**.
- 3 Click the **Search** button.

Choose your course from the drop-down list that opens.

For **Resident** courses, the **Locations for [Course Title]** window opens. See **New Training Request** for the next steps in the registration process.

For **Continuous Learning Module** or **Web Offering** courses, the **Create New Training Request for [Course Title]** window opens. See **New Training Request** for the next steps in the registration process.

**Course Search**

This function provides multiple options to search for FAI Training:

- The "Standard" option allows you to see a complete listing of either Resident/Web or DAU CL
- Click on "Autocomplete for Resident and Web Offerings" to be able to enter in specific course
- Click on "Search by Course Abbreviation" to be able to filter by course abbreviations e.g. "AKN"

**Standard Search**

Please select a course type:

Resident and Web Offerings e.g. (AKN-1, CON 100 (DAU), CPARS (AM), HS-COTR)

☐ Order by Course Title    ☐ Order by Course Number

Continuous Learning Modules e.g. (CL 8)

☐ Order by Course Title    ☐ Order by Course Number

**Search**

▸ Key Word Search for Resident and Web Offerings

▸ Key Word Search for Continuous Learning Modules

▸ Search by Course Abbreviation

FIGURE 10: Standard Search

## Manage Career *(continued)*

### Search for Training: *Key Word Search*

If you do not know the **Course Title** or **Course Number for Resident** and **Web Offerings** or **Continuous Learning Modules**, use the **Key Word Search for Resident and Web Offerings** or the **Key Word Search for Continuous Learning Modules** to search for possible course options.

- 1 From the **Course Search** window, choose either **Key Word Search for Resident and Web Offerings** or **Key Word Search for Continuous Learning Modules**.
- 2 Enter a keyword.
- 3 A drop-down list will show with various course titles. Select your course from this list.
- 4 Click the **Search** button.

For **Resident** courses, the **Locations for [Course Title]** window opens. See **New Training Request** for the next steps in the registration process.

For **Continuous Learning Module** or **Web Offering** courses, the **Create New Training Request for [Course Title]** window opens. See **New Training Request** for the next steps in the registration process.

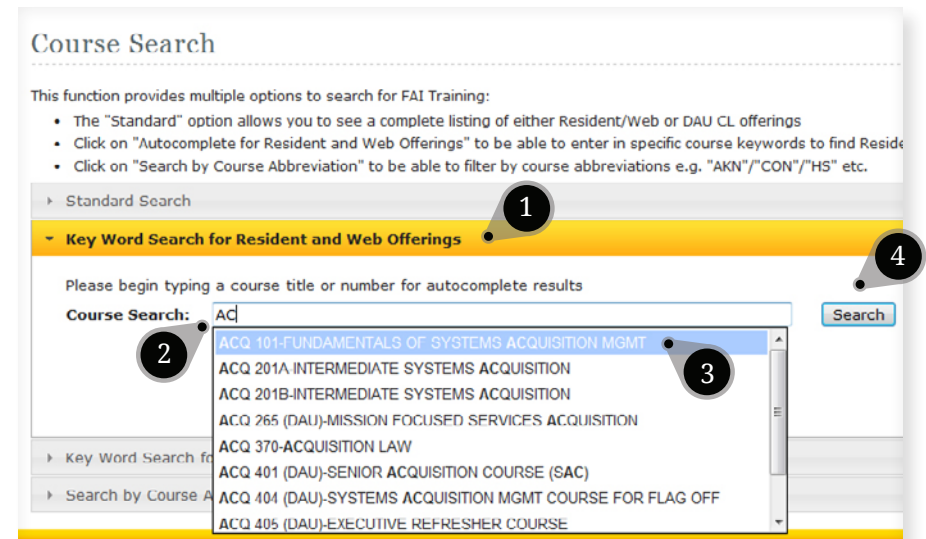


FIGURE 11: Key Word Search

## Manage Career *(continued)*

### Search for Training: *Search Course by Abbreviation*

Use the **Search by Course Abbreviation** when you want to narrow the search to specific options.

- ❶ From the **Course Search** window, choose **Search by Course Abbreviation**.
- ❷ A drop-down list will show various course abbreviations. Select the course abbreviation.
- ❸ Click the **Search** button.

For **Resident** courses, the **Locations for [Course Title]** window opens. See **New Training Request** for the next steps in the registration process.

For **Continuous Learning Module** or **Web Offering** courses, the **Create New Training Request for [Course Title]** window opens. See **New Training Request** for the next steps in the registration process.

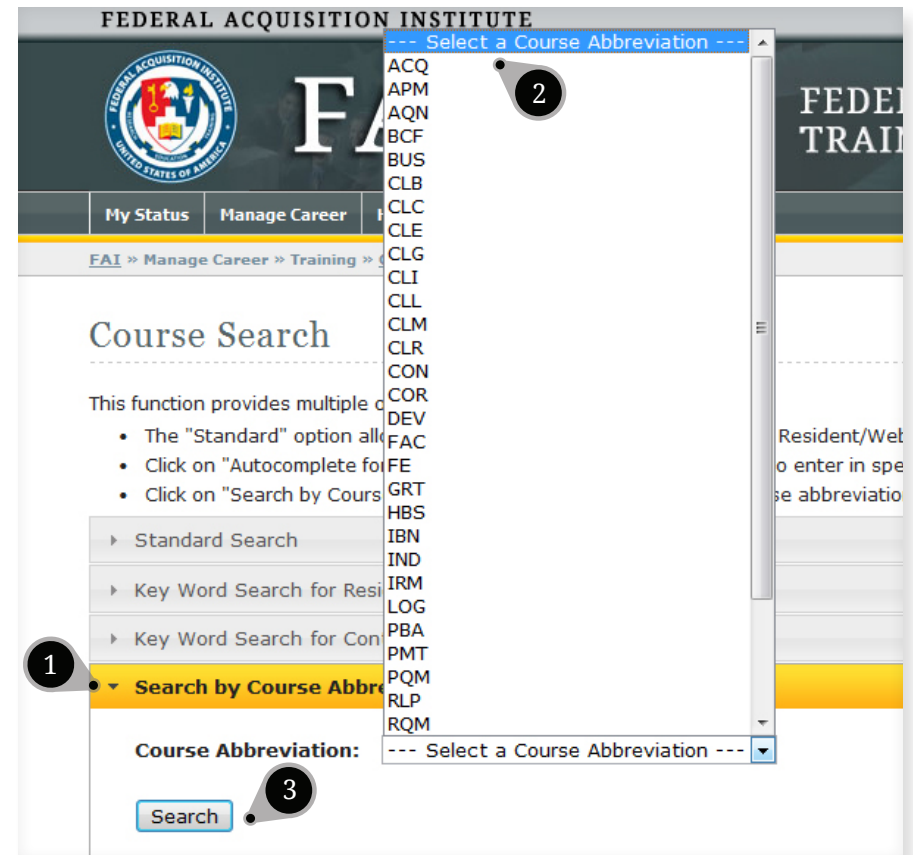


FIGURE 12: Search by Course Abbreviation

## Manage Career *(continued)*

### Search for Training: *New Training Request*

After you locate a course, you will need to submit a new training request. **Some Resident and Web Offering and Continuous Learning Module** courses have required prerequisites. If you apply for a course with prerequisites, FAITAS 2.0 will notify you of the prerequisites before you enter the application window.

#### → Resident Course with No Prerequisites

Regardless of which search function you use, you will need to choose a location for any resident course.

After you choose a course, the **Locations for [Course Title]** window (see FIGURE 13) opens if the course is resident. It includes information related to the location, school, number of classes at that location, and the next class date.

- 1 Additional information is provided about the number of available seats as well as the number of people on the waiting list for that particular location.
- 2 Click the specific location under the **Location** heading to find the scheduled classes.
- 3 Click on any underlined heading to resort the column information.

**NOTE:** The **Locations for [Course Title]** contains information about the number of seats available.

- 4 The **Classes for [Course Title] at [Class Location]** window opens (see FIGURE 14).

Click one of the class numbers located under the **Class** heading.

Course Locations				
Location	School	Classes	Available	Waits
<u>ABERDEEN PROVING, MD</u>	DAU CAPITAL & NORTHEAST REGION CAMPUS	1	0	0
<u>CALIFORNIA, MD</u>	DAU MID-ATLANTIC REGION CAMPUS	1	0	0
<u>EGLIN AFB, FL</u>	DAU TRAINING CENTER, EGLIN AFB, FL	1	0	0
<u>FT BELVOIR, VA</u>	DAU CAPITAL & NORTHEAST REGION CAMPUS	1	0	0
<u>HANSCOM AFB, MA</u>	DAU TRAINING CENTER, HANSCOM AFB, MA	1	0	0
<u>HUNTSVILLE, AL</u>	DAU SOUTH REGION CAMPUS	4	0	0
<u>KETTERING, OH</u>	DAU MIDWEST REGION CAMPUS	1	0	0
<u>PORT HUENEME NAV, CA</u>	DAU TRAINING CENTER, PORT HUENEME CA	1	0	0
<u>SAN DIEGO, CA</u>	DAU WEST REGION CAMPUS	1	0	0
<u>STERLING HEIGHTS, MI</u>	DAU TRAINING CENTER STERLING HEIGHTS MI	1	0	0

FIGURE 13: Locations for Resident Course

Classes for BCF 211 at ABERDEEN PROVING, MD

- Please click on the class number to select the class.
- Classes displayed with **Red Text** indicate that there are no seats available

Class List					
Class	Class Type	Reservation Cut Off Date	Start Date	End Date	Seats Available
<b>203</b>	Local Students / Onsite	Aug 28 2011	Sep 12 2011	Sep 16 2011	0

FIGURE 14: Classes for Course

**NOTE:** Classes display in red text if there are no seats at that location. This window indicates more information about the specific class including verification of the class type, the reservation cut-off date, the start and end dates, as well as the number of seats available and the number of current people on the waiting list.



## Manage Career *(continued)*

### Search for Training: *New Training Request*

→ Resident Course with No Prerequisites

Click the class number to select the class. The **Create New Training Request for [Course Title/Number]** window opens (see FIGURE 15).

- 1 **Training Offering Information** contains specific class information including the deliver/mode of instruction and start and end dates.
- 2 The **Create New Training Request** form contains pre-populated information from your Employee Profile. Check the information to make sure it is still accurate.

**NOTE:** If you need to make changes, choose **Profile** from **My Status** in the upper navigation bar. If you need to contact your supervisor, use the email link under **Employee Information**.

- 3 There is also a **General Remark** textbox for you to provide information to the reviewing official to expedite your registration, including any prerequisite or equivalent training information:
    - Any prerequisite information completed elsewhere
    - Any warrants/certifications achieved
    - The information you include will be attached to this course application. You will need to re-enter any prerequisite or equivalent training information on each new course application.
  - 4 When you are ready, click the **Submit Request** button.
- A confirmation message shows when your application is received.

### Create New Training Request for BCF 211

Please review your training request and provide the additional information requested. When complete, click **Submit Request**.

Training Offering Information	
<b>Fiscal Year:</b> 2011	<b>School Number:</b> 5
<b>Course Number:</b> BCF 211	<b>Phase:</b> Class: 703
<b>Course Title:</b> ACQUISITION BUSINESS MANAGEMENT	
<b>Class Location:</b> XXX ACQ WAY , ABERDEEN PROVING , MD 210105242	
<b>Class Start Date:</b> Sep 12 2011	<b>Class End Date:</b> Sep 16 2011
<b>School Name:</b> DAU CAPITAL & NORTHEAST REGION CAMPUS	
<b>Delivery / Mode of Instruction:</b> Local Students / Onsite	<b>Current Schedule:</b> 28

Employee Information	
<b>Name:</b> ED Person	<b>Agency:</b> 1
<b>Bureau:</b> OFFICE OF INSPECTOR GENERAL	<b>Intern:</b> No
<b>Email Address:</b> [Redacted]	
<b>Supervisor Name:</b> [Redacted]	<b>Supervisor Email:</b> [Redacted]
<b>Job Code:</b> 1701	
<b>Pay Plan:</b> AD	<b>Pay Grade:</b> 03
<b>Career Field:</b>	<b>Level Required:</b> 0 <b>Level Achieved:</b> 0 <b>AWF:</b> No <b>Disability:</b> None
<b>Work Address:</b> 37 address rd washington , DC	<b>Work Phone:</b> 2027458577 <b>Ext:</b> x301

Organization Information	
<b>Street:</b> 37 address rd	<b>City:</b> washington <b>State:</b> DC

Training Remarks	
In the box below please provide the following information to expedite your registration: <ul style="list-style-type: none"> <li>Any prerequisite information completed elsewhere</li> <li>Any warrants/certifications achieved</li> <li>FAI requires that students hold a FAC-C Level II Certification prior to applying for CON 353. If you have completed equivalent training elsewhere, please provide details in the comments section of your application</li> </ul>	
You have not met prerequisites for this course. If you have completed equivalent training elsewhere, please provide details in the comments section of your application	

Remarks for Reviewing Official (Optional)	
<b>General Remark</b>	

**Submit Request**

FIGURE 15: Locations for Resident Course

## Manage Career *(continued)*

### Search for Training: *New Training Request*

- Online Course with No Prerequisites  
Creating new training requests for online courses is a shorter process because you do not need to choose the location.

After you choose a course, the **Create New Training Request for [COURSE TITLE/NUMBER]** window opens (see FIGURE 16).

- 1 Review the training request information. Go to your **Profile** under **My Status** if any **Employee Information** needs to be changed. To send an email to your supervisor, click the email link.
- 2 In the **Remarks for Reviewing Official**, supply information to expedite your registration as indicated under **Training Remarks**.
- 3 Click the **Submit Request** button.

For an online course, the **Training Request Confirmation for [Course Title/Number]** opens with a green successful confirmation message.

Your dashboard is updated with the new **Training Request Status**.

### Create New Training Request for BCF 211

Please review your training request and provide the additional information requested. When complete, click the Submit Request button.

Training Offering Information			
<b>Fiscal Year:</b> 2011	<b>School Number:</b> 501	<b>Course Number:</b> BCF 211	<b>Phase:</b> Class: 703
<b>Course Title:</b> ACQUISITION BUSINESS MANAGEMENT			
<b>Class Location:</b> XXX ACQ WAY , ABERDEEN PROVING , MD 210105242			
<b>Class Start Date:</b> Sep 12 2011		<b>Class End Date:</b> Sep 16 2011	
<b>School Name:</b> DAU CAPITAL & NORTHEAST REGION CAMPUS			
<b>Delivery / Mode of Instruction:</b> Local Students / Onsite <b>Current Schedule:</b> 28			
Employee Information			
<b>Name:</b> ED Person	<b>Agency:</b> 1	<b>Bureau:</b> OFFICE OF INSPECTOR GENERAL	<b>Intern:</b> No
<b>Email Address:</b> [Redacted]			
<b>Supervisor Name:</b> [Redacted]		<b>Supervisor Email:</b> [Redacted]	
<b>Job Code:</b> 1701			
<b>Pay Plan:</b> AD		<b>Pay Grade:</b> 03	
<b>Career Field:</b>	<b>Level Required:</b> 0	<b>Level Achieved:</b> 0	<b>AWF:</b> No <b>Disability:</b> None
<b>Work Address:</b> 37 address rd washington , DC		<b>Work Phone:</b> 2027458577 <b>Ext:</b> x301	
Organization Information			
<b>Street:</b> 37 address rd		<b>City:</b> washington	<b>State:</b> DC
Training Remarks			
In the box below please supply the following information to expedite your registration: <ul style="list-style-type: none"> <li>Any prerequisite information completed elsewhere</li> <li>Any warrants/certifications achieved</li> <li>FAI requires that students hold a FAC-C Level II Certification prior to applying for CON 353. If you have comments section of your application</li> </ul>			
You have not met prerequisites for this course. If you have completed equivalent training elsewhere, please provide details.			
Remarks for Reviewing Official (Optional)			
General Remark			
<div>Submit Request</div>			

FIGURE 16: Create New Training Request



## Manage Career *(continued)*

### **Search for Training:** *New Training Request*

#### → Course with Prerequisites

Some courses require prerequisites. If you apply for a course with prerequisites, FAITAS 2.0 will notify you of the prerequisites before you enter the application window. It is your responsibility to meet the prerequisites for a course. FAITAS 2.0 will permit you to submit a training request without meeting the prerequisites; however, your supervisor, training manager, and/or registrar will not approve the training request if prerequisites are not met.

For courses with prerequisites, one of the following conditions must apply:

- You have completed the prerequisite(s).
- You have an approved fulfillment in your civilian or military personnel file.
- If the prerequisite(s) are online, you must have a reservation and start the online course before you will be given a reservation in the course you are applying for.
- If the prerequisite(s) are classroom courses, and the course you are applying for is a classroom course, you must have a reservation in the classroom prerequisite and the start date/end date of the prerequisite course is before the start date of the course you are applying for.

If the prerequisite(s) are classroom courses, and the course you are applying for is an online course, you will not be approved for the online course until you have completed the classroom prerequisite.

## Manage Career *(continued)*

### Search for Training: *New Training Request*

→ Resident Courses with Prerequisites  
Regardless of which search function you use, you need to choose a location for any resident course.

After you choose your course in the **Course Search** window, FAITAS 2.0 displays the **Prerequisite Information for [Course Title]** (see FIGURE 17).

- 1 When there are prerequisites, the **Prerequisites Information for [Course Title]** window includes important information related to courses with prerequisites.
- 2 Prerequisite course titles are located under the **Prerequisite Set** bar.
- 3 If one of those conditions applies, click the **Continue With Application** button.
- 4 The **Locations for [Course Title/Number]** window (see FIGURE 18) opens. Click one of the locations listed under the **Location** heading.

The **Classes for [Course Title]** window opens. It includes information about the class, class type, reservation cut-off date, start and end dates, and the number of available seats and the number of people on the waiting list.

### Prerequisite Information for CON 217 (DHS)

The prerequisite(s) required for the training you have requested are listed below. All prerequisites must be completed before you can apply for the training. Therefore, be sure that one of the following applies:

- You have completed the prerequisite(s).
- You have an approved fulfillment in your civilian or military personnel file.
- If the prerequisite(s) are online, you must have a reservation and start the online course before you will be given access to the training.
- If the prerequisite(s) are classroom courses, and the course you are applying for is a classroom course, you must complete the prerequisite and the start date/end date (of the prerequisite course) is before the start date of the course you are applying for.
- If the prerequisite(s) are classroom courses, and the course you are applying for is an online course, you will not be given access to the training. If you have completed the classroom prerequisite, your application will be returned.

Prerequisite Set	
CON 216	
<a href="#">&gt;&gt;&gt;Continue with Application</a>	

FIGURE 17: Prerequisite Information

### Locations for CON 217 (DHS)

- Please click on the location to select a class.
- Locations displayed with **Red Text** indicate that there are no seats at the location

Course Locations			
Location	School	Classes	Available
ARLINGTON, VA	DEPARTMENT OF HOMELAND SECURITY	1	0

FIGURE 18: Course Locations

## Manage Career *(continued)*

### Search for Training: *New Training Request*

→ Resident Courses with Prerequisites

Click the **Course Number** located under the **Class** heading. The **Create New Training Request for [Course Title]** opens (see Figure 19).

- ❶ To successfully submit this training request, you must indicate how you meet the required prerequisite. Enter one of the following conditions in the **General Remark** textbox:
  - Any prerequisite information completed elsewhere
  - Any warrants/certifications achieved
  - Specific information about required prerequisites
- ❷ Click the **Submit Request** button.
- ❸ If you do not verify that you have met the prerequisite, FAITAS 2.0 issues an error statement. Your training request cannot be processed until there is information about your completion of the course prerequisites in the **General Remark** textbox.

If the request is successful, FAITAS 2.0 issues a green successful completion message that indicates the next step in the workflow.

**Create New Training Request for CON 217 (DIHS)**

Please fix the following errors to continue:

- You have not met prerequisites for this course. If you have completed equivalent training elsewhere, please add it to the General Remark section of your application.

Please review your training request and provide the additional information requested. When complete, click on **Submit Request**.

Training Offering Information	
Fiscal Year:	2011
School Number:	568
Course Number:	CON 217 (DIHS)
Phase:	Class: Z04
Course Title:	COST ANALYSIS AND NEGOTIATION TECHNIQUES
Class Location:	GMU BLDG - 3401 N FAIRFAX DR , ARLINGTON , VA 22201
Class Start Date:	Jun 6 2011
Class End Date:	Jun 10 2011
School Name:	DEPARTMENT OF HOMELAND SECURITY
Delivery / Mode of Instruction:	Resident
Current Schedule:	30

Employee Information	
Name:	ED Person
Agency:	DOE
Bureau:	OFFICE OF INSPECTOR GENERAL
Intern:	No
Email Address:	ED.Person@asmr.com
Supervisor Name:	John Smith
Supervisor Email:	john.smith@asmr.com
Job Code:	1701
Pay Plan:	AD
Pay Grade:	03
Career Field:	Level Required: 0
Level Achieved:	0
AWF:	No
Disability:	None
Work Address:	37 address rd washington , DC
Work Phone:	2027458577
Ext:	x301

Organization Information	
Street:	37 address rd
City:	washington
State:	DC

**Training Remarks**

In the box below please supply the following information to expedite your registration:

- Any prerequisite information completed elsewhere
- Any warrants/certifications achieved
- FAI requires that students hold a FAC-C Level II Certification prior to applying for CON 353. If you meet this requirement, please add it to the comments section of your application

You have not met prerequisites for this course. If you have completed equivalent training elsewhere, please add it to the General Remark section of your application.

**Remarks for Reviewing Official (Optional)**

**General Remark**

**Submit Request**

\* Please add a remark.

FIGURE 19: General Remark Textbox for Prerequisites

## Manage Career *(continued)*

### Search for Training: *New Training Request*

→ Resident Courses with Prerequisites

**My Training Requests** under **Manage Career** updates with the new **Training Request Status** (see FIGURE 20).

- 1 The **Training Requests** window displays pending training request updates.

If your supervisor approves the application, it is automatically forwarded to the training manager and then the registrar for consideration. The registrar team processes the application in accordance with established business rules.

**NOTE:** In case a training manager is not assigned, your training request will be forwarded to the registrar if your supervisor recommends approval.

#### Training Requests for ED Person

- The "Status" column provides the **current status of your request**.
- Click on "View/Edit" to **review, make changes to, resend, delete a pending request or submit a cancellation request for wait or reservation**.
- Click on "Search for Training" to **submit a new request**.
- Click [here](#) for the definition of **Pending and Previous Training Requests**.

Pending Training Requests											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
<a href="#">View/Edit</a>	2011	501	BCF 209 (DAU)	ACQUISITION REPORT COURSE FOR MDAP & MAIS	607	Fl. Belvoir, VA	Training Manager Pending	Jun 7 2011	Jun 7 2011	Jun 10 2011	Apr 13 2011

Previous Training Requests											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
<a href="#">View/Edit</a>	2011	507	ACQ 2018	INTERMEDIATE SYSTEMS ACQUISITION	153	California, MD	Cancellation Pending Wait	Aug 8 2011	Aug 8 2011	Aug 12 2011	Apr 13 2011
<a href="#">View/Edit</a>	2011	558	CLM 003	ETHICS TRAINING FOR AT&L WORKFORCE	301	HTTPS://LEARN.DAU.MIL	Reservation	Oct 1 2010	Oct 1 2010	Sep 28 2011	Apr 13 2011
<a href="#">View/Edit</a>	2011	504	CON 218 (DAU)	ADVANCED CONTRACTING FOR MISSION SUPPORT	719	Columbus, OH	Training Manager Disapproved	Aug 8 2011	Aug 8 2011	Aug 19 2011	Apr 13 2011

FIGURE 20: Updated Pending Training Requests

## Manage Career *(continued)*

### Search for Training: *New Training Request*

#### → Online Courses with Prerequisites

Creating new training requests for online courses is a shorter process because you do not need to choose the location. Distance learning courses may be approved without being authorized by your supervisor, whereas classroom-based courses require the approval of your supervisor.

After you choose your course in the **Course Search** window, FAITAS 2.0 displays the **Prerequisite Information for [Course Title]** (see FIGURE 21).

- 1 If one of those conditions applies, click the **Continue With Application** button.

**Prerequisite Information for CON 217 (DHS)**

The prerequisite(s) required for the training you have requested are listed below. All prerequisites must be completed before you can apply for the training. Therefore, be sure that one of the following applies:

- You have completed the prerequisite(s).
- You have an approved fulfillment in your civilian or military personnel file.
- If the prerequisite(s) are online, you must have a reservation and start the online course before you will be given approval to apply for.
- If the prerequisite(s) are classroom courses, and the course you are applying for is a classroom course, you must complete the prerequisite and the start date/end date (of the prerequisite course) is before the start date of the course you are applying for.
- If the prerequisite(s) are classroom courses, and the course you are applying for is an online course, you will not be given approval to apply for the online course until you have completed the classroom prerequisite, your application will be returned.

Prerequisite Set
CON 216

[>>>Continue with Application](#)

FIGURE 21: Prerequisite Information

## Manage Career *(continued)*

### Search for Training: *New Training Request*

→ Online Courses with Prerequisites

The **Create New Training Request for [Course Title]** opens (see FIGURE 23).

- ❶ To successfully submit this training request, you must indicate how you meet the required prerequisite. Enter one of the following conditions in the **General Remark** textbox:
  - Any prerequisite information completed elsewhere
  - Any warrants/certifications achieved
  - Specific information about required prerequisites
- ❷ Click the **Submit Request** button.
- ❸ If you do not verify that you have met the prerequisite, FAITAS 2.0 issues an error statement. Your training request cannot be processed until there is information about your completion of the course prerequisites in the **General Remark** textbox.

If the request is successful, FAITAS 2.0 issues a green successful completion message that indicates the next step in the workflow.

**Create New Training Request for CON 217 (DIHS)**

Please fix the following errors to continue:

- You have not met prerequisites for this course. If you have completed equivalent training elsewhere, please add it in the General Remark section.

Please review your training request and provide the additional information requested. When complete, click on **Submit Request**.

Training Offering Information	
Fiscal Year:	2011
School Number:	568
Course Number:	CON 217 (DIHS)
Phase:	Class: Z04
Course Title:	COST ANALYSIS AND NEGOTIATION TECHNIQUES
Class Location:	GMU BLDG - 3401 N FAIRFAX DR , ARLINGTON , VA 22201
Class Start Date:	Jun 6 2011
Class End Date:	Jun 10 2011
School Name:	DEPARTMENT OF HOMELAND SECURITY
Delivery / Mode of Instruction:	Resident
Current Schedule:	30

Employee Information	
Name:	FD Person
Agency:	DOE
Bureau:	OFFICE OF INSPECTOR GENERAL
Intern:	No
Email Address:	FD.Person@asmr.com
Supervisor Name:	John Smith
Supervisor Email:	john.smith@asmr.com
Job Code:	1701
Pay Plan:	AD
Pay Grade:	03
Career Field:	Level Required: 0
Level Achieved:	0
AWF:	No
Disability:	None
Work Address:	37 address rd washington , DC
Work Phone:	2027458577
Ext:	x301

Organization Information	
Street:	37 address rd
City:	washington
State:	DC

**Training Remarks**

In the box below please supply the following information to expedite your registration:

- Any prerequisite information completed elsewhere
- Any warrants/certifications achieved
- FAI requires that students hold a FAC-C Level II Certification prior to applying for CON 353. If you meet this comments section of your application

You have not met prerequisites for this course. If you have completed equivalent training elsewhere, please add it in the General Remark section.

**Remarks for Reviewing Official (Optional)**

**General Remark**

**Submit Request**

\* Please add a remark.

FIGURE 23: General Remark Textbox for Prerequisites



## Manage Career *(continued)*

### Search for Training: *New Training Request*

→ Online Courses with Prerequisites

**My Training Requests** under **Manage Career** updates with the new **Training Request Status** (see FIGURE 24).

- 1 The **Training Requests** window displays pending training request updates.

If your supervisor approves the application, it is automatically forwarded to the training manager and then the registrar for consideration. The registrar team processes the application in accordance with established business rules.

**NOTE:** In case a training manager is not assigned, your training request will be forwarded to the registrar if your supervisor recommends approval.

Training Requests for ED Person

- The "Status" column provides the **current status** of your request.
- Click on "View/Edit" to **review, make changes to, resend, delete a pending request or submit a cancellation request for wait or reservation.**
- Click on "Search for Training" to **submit a new request.**
- Click [here](#) for the definition of **Pending and Previous Training Requests.**

Pending Training Requests											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
<a href="#">View/Edit</a>	2011	501	BCF 209 (DAU)	ACQUISITION REPORT COURSE FOR MDAP & MAIS	607	Fl. Belvoir, VA	Training Manager Pending	Jun 7 2011	Jun 7 2011	Jun 10 2011	Apr 13 2011

Previous Training Requests											
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date	Applied Date
<a href="#">View/Edit</a>	2011	507	ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	153	California, MD	Cancellation Pending Wait	Aug 8 2011	Aug 8 2011	Aug 12 2011	Apr 13 2011
<a href="#">View/Edit</a>	2011	558	CLM 003	ETHICS TRAINING FOR AT&L WORKFORCE	301	HTTPS://LEARN.DAU.MIL	Reservation	Oct 1 2010	Oct 1 2010	Sep 26 2011	Apr 13 2011
<a href="#">View/Edit</a>	2011	504	CON 218 (DAU)	ADVANCED CONTRACTING FOR MISSION SUPPORT	719	Columbus, OH	Training Manager Disapproved	Aug 8 2011	Aug 8 2011	Aug 19 2011	Apr 13 2011

FIGURE 24: Updated Pending Training Requests

## Manage Career *(continued)*

### My Training Requests

The Review Training Requests function allows you to keep track of your course application status. It provides the current status of your request, allows you to

- Review, make changes to, resend, or delete a pending request.
- Submit a cancellation request.
- Submit a new request.

### *Pending and Previous Training Requests*

FAITAS 2.0 distinguishes between **Pending Training Requests** and **Previous Training Requests** in a definition that is included in the **Training Requests for [Username]** window (see FIGURE 25).

- 1 **Training Requests for [Username]** includes a link to a definition of **Pending and Previous Training Requests**.

## Training Requests for ED Person

- The "Status" column provides the **current status of you**
- Click on "View/Edit" to **review, make changes to, resen**
- Click on "Search for Training" to **submit a new request.**
- Click here for the definition of **Pending and Previous Tr**

1

FIGURE 25: Definition Link



## Manage Career *(continued)*

### My Training Requests: Pending and Previous Training Requests

**Pending Training Requests** (see FIGURE 26) are defined as training requests that are in a workflow awaiting action by the Supervisor, Training Manager, or Registrar. One of the following messages will be listed to indicate the exact status:

- Supervisor Pending
- Training Manager Pending
- Registrar Pending
- System Pending
- Registrar Hold

A **Previous Training Request** is defined as a training request whose workflow has ended. In other words, a decision has been made. One of the following messages will display to indicate the exact status:

- Supervisor Disapproved
- Training Manager Disapproved
- Registrar Disapproved
- System Disapproved
- Reservation
- Wait
- Reservation: Pending Cancellation
- Wait: Pending Cancellation
- Registrar Cancelled
- System Cancelled
- Input
- No Show
- Graduation
- Not Completed

- 1 Click the **View/Edit** link beside a course title to manage a **Pending Training Request** or **Previous Training Request**.



Pending Training Requests										
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date
<a href="#">View/Edit</a>	2011	501	BCF 209 (DAU)	ACQUISITION REPORT COURSE FOR MDAP & MATS	607	FL Belvoir, VA	Training Manager Pending	Jun 7 2011	Jun 7 2011	Jul 20 2011

Previous Training Request										
View/Edit	Fiscal Year	School Number	Course Number	Course Title	Class	Location	Status	Class Reservation Closed Date	Start Date	End Date
<a href="#">View/Edit</a>	2011	507	ACQ 2018	INTERMEDIATE SYSTEMS ACQUISITION	153	California, MD	Cancellation Pending Wait	Aug 8 2011	Aug 8 2011	Aug 8 2011
<a href="#">View/Edit</a>	2011	558	CLM 003	ETHICS TRAINING FOR AT&L WORKFORCE	301	HTTPS://LEARN.DAU.MIL	Reservation	Oct 1 2010	Oct 1 2010	Oct 1 2010
<a href="#">View/Edit</a>	2011	504	CON 218 (DAU)	ADVANCED CONTRACTING FOR MISSION SUPPORT	719	Columbus, OH	Training Manager Disapproved	Aug 8 2011	Aug 8 2011	Aug 8 2011

FIGURE 26: Pending and Previous Training Requests

## Manage Career *(continued)*

### My Training Requests: *Training Request Review*

The **Training Request Review** window opens. Depending on the status of your training request, different options will be available. For example,

- If your training request status is **Training Manager Pending**, then **Edit Request**, **Resend Request**, and **Delete Request** options are available (see Figure 27).
- If your training request status is **Reservation**, you can review the training request.
- If your training request status is **Training Manager Disapproved**, you can resend the request.
- If your training request status is **Cancellation Pending Wait**, you can withdraw the cancellation request.

### Training Request Review

Please review the training request below.

Edit Request
Resend Request
Delete Request

<b>Training Offering Information</b>					
Fiscal Year:	2011 School Number: 501 Course Number: BCF 211 Phase: Class: 703				
Course Title:	ACQUISITION BUSINESS MANAGEMENT				
Class Location:	XXX ACQ WAY , ADERDEEN PROVING , MD 210105242				
Class Start Date:	Sep 12 2011 Class End Date: Sep 16 2011				
School Name:	DAU CAPITAL & NORTHEAST REGION CAMPUS				
Delivery / Mode of Instruction:	Local Students / Onsite Current Schedule: 28				
<b>Employee Information</b>					
Name:	DOE Agency: DOE Bureau: OFFICE OF INSPECTOR GENERAL Intern: No				
Email Address:					
Supervisor Name:	Supervisor Email:				
Job Code:	1701				
Pay Plan:	AD Pay Grade: 03				
Career Field:	Level Required: 0 Level Achieved: 0 AWF: No Disability: None				
Work Address:	37 address rd washington , DC Work Phone: 2027458577 Ext: x301				
<b>Organization Information</b>					
Street:	37 address rd City: washington State: DC				
<b>Training Request Information</b>					
Application Status:	Supervisor Pending				
Application Date:	Apr 2 / 2011				
Remarks between Employee and Approving Official(s)	<table> <tr> <th>User Name/Remark Date</th> <th>Remark</th> </tr> <tr> <td>DOE Apr 27 2011</td> <td>prerequisites met</td> </tr> </table>	User Name/Remark Date	Remark	DOE Apr 27 2011	prerequisites met
User Name/Remark Date	Remark				
DOE Apr 27 2011	prerequisites met				

FIGURE 27: Edit, Resend and Delete Requests

## Manage Career *(continued)*

### My Training Requests: *Training Request Review*

#### → Edit Request

The **Edit Request** function permits employees to enter additional information in the **General Remark** textbox (see FIGURE 28). This information will be reviewed by the next person in the approval process.

In the **Training Request Review** window, click **Edit Request** to edit your training request.

- ① Provide additional remarks in the textbox for **Pending Training Requests**.
- ② Click the **Update Request** button.

**Edit Training Request for BCF 211**

Please review your training request and provide the additional information requested. When complete, click on **Update Request**.

**Training Offering Information**

Fiscal Year: 2011 School Number: 501 Course Number: BCF 211 Phase: Class: 703  
 Course Title: ACQUISITION BUSINESS MANAGEMENT  
 Class Location: XXX ACQ WAY, ABERDEEN PROVING, MD 210105242  
 Class Start Date: Sep 12 2011 Class End Date: Sep 16 2011  
 School Name: DAU CAPITAL & NORTHEAST REGION CAMPUS  
 Delivery / Mode of Instruction: Local Students / Onsite Current Schedule: 28

**Employee Information**

Name: ED Person Agency: DOE Bureau: OFFICE OF INSPECTOR GENERAL Intern: No  
 Email Address: [redacted]  
 Supervisor Name: [redacted] Supervisor Email: [redacted]  
 Job Code: 1701  
 Pay Plan: AD Pay Grade: 03  
 Career Field: Level Required: 0 Level Achieved: 0 AWF: No Disability: None  
 Work Address: 37 address rd washington, DC Work Phone: 2027458577 Ext: x301

**Organization Information**

Street: 37 address rd City: washington State: DC

**Training Remarks**

In the box below please supply the following information to expedite your registration:

- Any prerequisite information completed elsewhere
- Any warrants/certifications achieved
- FAI requires that students hold a FAC-C Level II Certification prior to applying for CON 353. If you meet this prerequisite, please indicate comments section of your application

**Remarks between Employee and Approving Official(s) (Optional)**

User Name/ Remark Date	Remark
[redacted] Apr 27 2011	prerequisites met

**Remarks for Reviewing Official (Optional)**

General Remark [redacted] 1

2

FIGURE 28: Edit, Resend and Delete Requests

## Manage Career *(continued)*

### My Training Requests: *Training Request Review*

#### → Resend Request

The **Resend Request** function permits employees to resend a training request.

In the **Training Request Review** window, click **Resend Request** to resend your training request.

- 1 Click the checkbox under the **Resend** heading next to the training request you want to resend.
- 2 If you want a copy of the notification sent to your email address, click the appropriate checkbox.
- 3 Click the **Resend Notification** button.
- 4 After the **Resend Notification** button is clicked, a confirmation message displays at the top of the window.

1 message(s) were sent

### Resend Training Request Notifications

- To resend notification for a pending training request, click on the checkbox to the left of the training request.
- After selecting the ones to resend, click on the "Resend Notification" button.

Check the box to the right if you would like a copy of the notification sent to your email address: ☐

Resend (Yes/No)	Fiscal Year	School Number	Course Number	Course Title	Class	Status	Class Reservation Close Date	Start Date
<input type="checkbox"/>	2011	501	BCF 209 (DAU)	ACQUISITION REPORT COURSE FOR MDAP & MAIS	607	Training Manager Pending	Jun 7 2011	Jun 7 2011
<input type="checkbox"/>	2011	501	BCF 211	ACQUISITION BUSINESS MANAGEMENT	703	Supervisor Pending	Aug 28 2011	Sep 12 2011

Resend Notification

FIGURE 29: Resend Training Request Notification

## Manage Career *(continued)*

### My Training Requests: Training Request Review

#### → Delete Reservation

You can delete any reservation that has not been acted upon by the supervisor.

**NOTE:** Choose **Delete Reservation** only if your supervisor has not acted on your training request. If your supervisor has already made a recommendation and you want to delete the reservation, you can request a cancellation.

In the **Training Request Review** window, click **Delete Request** to delete your training request.

Click the checkbox next to the training request you want to delete.

- 1 A pop-up window opens to verify that you want to delete the training request.
- 2 If the information is correct, click the **Yes: Delete Training Request** button (see FIGURE 30).

A green deletion confirmation message appears and an email is sent to your supervisor.

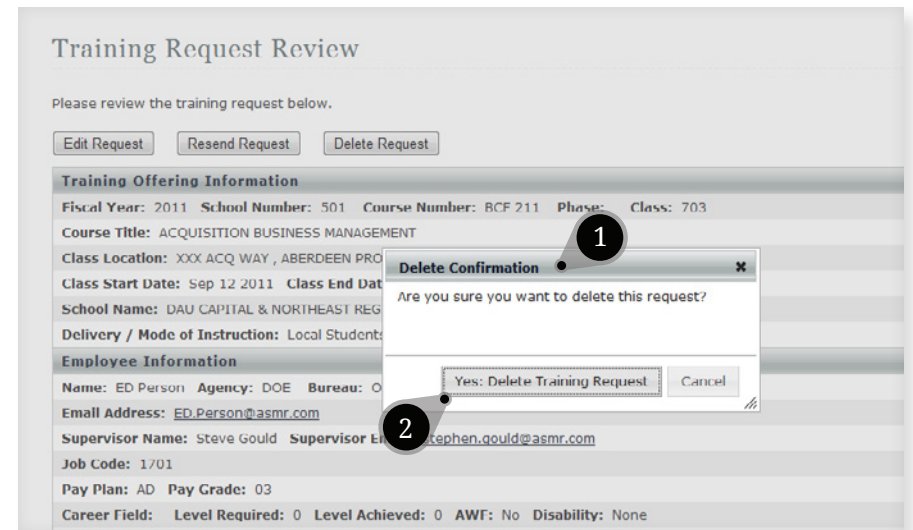


FIGURE 30: Deletion Request Confirmation

## Manage Career *(continued)*

### My Training Requests: *Training Request Review*

#### → Cancel Training

The convenience that the FAITAS 2.0 system provides extends into all aspects of its user interface. In addition to applying for training, you can also cancel a training request if action has not been completed by the supervisor.

In the **Training Request Review** window, click **Cancel Request** if your training request is a Reservation. To submit a cancellation request, you will need to include a cancellation reason.

The **Cancel Training Request for [Username]** appears. Select a cancellation reason from the drop-down list:

- Schedule Conflict (Work Related)
- Schedule Conflict (Personal)
- Unable to Obtain Travel Funding
- Personal or Family Medical Emergency
- Other

**NOTE:** If you choose, *Other*, you must provide an explanatory comment in the *Cancellation Remarks* textbox.

- 1 When you have finished, click the **Submit Cancellation Request** button.

A green text message confirms the cancellation.

**NOTE:** It is possible to withdraw the cancellation request as long as your supervisor has not acted on it.

You can edit a previous application that was cancelled or disapproved. Click the (resubmit) icon next to the class number to do so.

**Training Request Review**

Please review the training request below.

[Submit Cancellation Request](#)

Training Offering Information	
Fiscal Year: 2011	School Number: 558 Course Number: CLB 007 Phase: Class: 301
Course Title: COST ANALYSIS	
Class Location: HTTPS://LEARN.DAU.MIL	
Class Start Date: Oct 1 2010 Class End Date: Sep 28 2011	
School Name: DAU WEB BASED TRAINING ENROLLMENTS	
Delivery / Mode of Instruction: Internet Current Schedule: 900	
Employee Information	
Name:	Agency: DOE Bureau: OFFICE OF INSPECTOR GENERAL Intern: No
Email Address:	
Supervisor Name:	Supervisor Email:
Job Code: 1701	
Pay Plan: AD Pay Grade: 03	
Career Field: Level Required: 0 Level Achieved: 0 AWF: No Disability: None	
Work Address: 37 address rd washington , DC Work Phone: 2027458577 Ext: x301	
Organization Information	
Street: 37 address rd City: washington State: DC	
Training Request Information	
Application Status: Reservation	
Application Date: Apr 27 2011	
Remarks between Employee and Approving Official(s)	
User Name/Remark Date	Remark
Apr 27 2011	requirements met

FIGURE 31: Cancel Training

## My Training History

Use the **My Training History** function to review information about previously completed courses or to view the status of any pending registrations.

Under **Manage Career**, click My Training History.

The **Training History for [User Name]** window (see Figure 32) opens for you to review your course history.

- ① The status of each training request is listed under the **Status** heading.

### Training History for ED Person

Training History		
Course #	Course Title	Status
ACQ 201B	INTERMEDIATE SYSTEMS ACQUISITION	Cancellation Pending Wait
BCF 209 (DAU)	ACQUISITION REPORT COURSE FOR MDAP & MAIS	Training Manager Pending
CLB 007	COST ANALYSIS	Reservation
CLM 003	ETHICS TRAINING FOR AT&L WORKFORCE	Reservation
CON 217 (DHS)	COST ANALYSIS AND NEGOTIATION TECHNIQUES	Supervisor Pending
CON 218 (DAU)	ADVANCED CONTRACTING FOR MISSION SUPPORT	Training Manager Disapproved

FIGURE 32: Training History

# 5

## LOG IN AS A SUPERVISOR

In addition to managing their own training requirements, supervisors use FAITAS 2.0 to recommend approval or disapprove course application requests from employees.

With supervisor rights, the main menu navigation bar (see FIGURE 33) contains the following tabs:

**My Status** includes functions to view/edit your account, profile, and dashboard.

**Manage Career** includes functions to request, edit, or view training requests.

① **Manage Employees** allows you to recommend approval or disapprove training requests from Employees.

② **Manage Workforce**

**Help** provides links to user guides and Frequently Asked Questions.

**Logout** allows you to logout from the FAITAS 2.0 website.

**Not [Username]?** allows you to logout if your username is not the one listed.



FIGURE 33: Supervisor Navigation Bar



# Menu Items and System Features

## Dashboard

The dashboard is your homepage. The number of widgets or components that you see on the dashboard depends on your role.

As a supervisor (see Figure 34), you see:

- ❶ Pending Requests in Your Queue  
Training Requests Pending Your Review (only visible when there is not Training Manager)
- ❷ My Current Class List
- ❸ Announcements
- ❹ Transcript Summary

**NOTE:** If there is no Training Manager, you will also see *Training Manager Pending Requests*.

Widgets can be moved around the page for you to customize its appearance.

- ❺ When you hover over a question mark icon, a text message may appear with contextual help.
- ❻ From your dashboard, you can **Apply for Training**. (Refer to Manage Career for more information.)
- ❼ You can also **Manage Training Requests** here.

**NOTE:** You can access *Manage Training Requests* also from the *Manage Employees* tab.

### Dashboard

#### My Current Class List

Course Title	Status	Start Date	End Date
<a href="#">BUS BCA - WRITING BUSINESS CASE ANALYSIS</a>	Cancellation Pending Reservation	May 2 2011	May 3 2011

[Apply For Training](#)

#### Announcements

**New Course Submission**  
There is a new Advocacy course.

#### Training Requests Pending Your Review

Course	Name	Location	Close Date	Start Date	End Date
<a href="#">CON ADM - CONTRACT ADMINISTRATION</a>		Pentagon City, VA	May 4 2011	May 9 2011	May 13 2011
<a href="#">APM 350B - PROGRAM MANAGEMENT OFFICE, PT B</a>		ARLINGTON, VA	Aug 24 2011	Aug 29 2011	Sep 23 2011

[Manage Training Requests](#)

#### Transcript Summary

**Position Data**

Job Title: programmer

Career Field: Program Management

Job Series: 0026

FIGURE 34: Supervisor Dashboard

## Menu Items and System Features *(continued)*

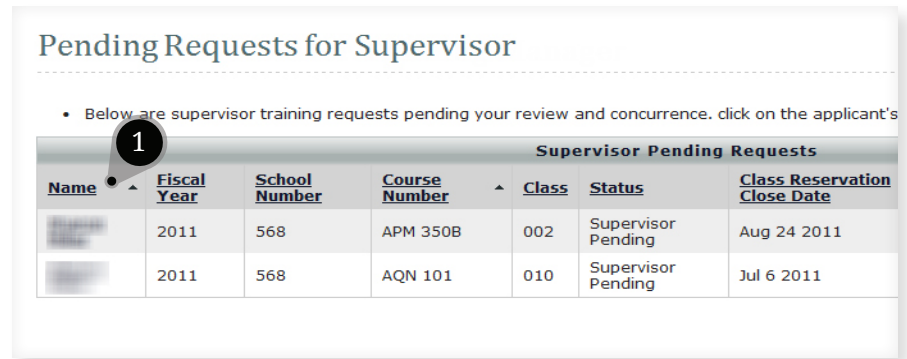
### Manage Training Requests

The FAITAS 2.0 system allows supervisors to recommend approval or disapprove training requests from employees.

Within your dashboard, click **Manage Training Requests** or click **Review Training Requests** under the **Manage Employees** tab.

The **Pending Request for Supervisor** window opens (see FIGURE 35).

- 1 Click the employee's name to recommend approval or disapprove an application.



**Pending Requests for Supervisor**

Below are supervisor training requests pending your review and concurrence. click on the applicant's

Supervisor Pending Requests						
Name	Fiscal Year	School Number	Course Number	Class	Status	Class Reservation Close Date
[REDACTED]	2011	568	APM 350B	002	Supervisor Pending	Aug 24 2011
[REDACTED]	2011	568	AQN 101	010	Supervisor Pending	Jul 6 2011

FIGURE 35: Pending Requests for Supervisor

## Menu Items and System Features *(continued)*

### Manage Training Requests

The **Review of [Course Title] Request for [Employee's Name]** window (see FIGURE 39) opens. As a supervisor, you may take one of the following actions:

- **Forward to Training Manager** This action notifies the employee of your concurrence and forwards the request to the training manager or registrar if there is no training manager in the workflow.
- **Disapprove Request** This action notifies the employee of your disapproval and places the training request in a disapproval status.

- 1 In the Application window, you can also **View Training History** of the employee. **View Training History** allows supervisors to look at all the previous training requests that have been submitted by the employee, current training requests, and what actions were taken by the supervisor.
- 2 Enter remarks for the employee in the **General Remark** textbox. This is where you, for example, enter an explanation if the employee's request is disapproved.

Click the **Add Remark** button to ensure the remark is saved.

- 3 Choose **Forward to Training Manager** or **Disapprove Request**. If you recommend training request approval, it is sent to the agency's training manager who may recommend approval or disapprove the request. Once the training manager recommends approval or disapproves the training request, an e-mail notification is sent to the employee as well as you as the supervisor. If there is no training manager, your approval recommendation is forwarded to the registrar.

Regardless of whether you recommend approval of or disapprove a training request, a confirmation window opens that indicates the employee will receive an email explaining your action. Click **OK** to close the window.

**Review of APM 350B (Arlington, VA) Request for [Employee Name]**

Your employee has submitted the following request for training. Please review the request and use the buttons at the bottom to take the following actions:

- **Forward To Registrar:** Notifies the applicant of your concurrence and forwards the request to Registrar.
- **Disapprove Request:** Notifies the applicant of your disapproval and places the training request in a disapproval status.

**Training Offering Information**

Fiscal Year: 2011 School Number: 568 Course Number: APM 350B Phase: Class: 002

Course Title: PROGRAM MANAGEMENT OFFICE, PT B

Class Location: GMU BLDG - 3401 N FAIRFAX DR, ARLINGTON, VA 22201

Class Start Date: Aug 29 2011 Class End Date: Sep 23 2011

School Name: DEPARTMENT OF HOMELAND SECURITY

Delivery / Mode of Instruction: Resident Current Schedule: 24

[View Training History](#)

**Employee Information**

Name: [Employee Name] Agency: DHS Bureau: CHIEF PROCUREMENT OFFICER Intern: No

Email Address: [Employee Email]

Supervisor Name: [Supervisor Name] Supervisor Email: [Supervisor Email]

Job Code: 1750

Pay Plan: AD Pay Grade: 15

Career Field: Education, Training and Career Development Level Required: 3 Level Achieved: 2 AWF: Yes Disability:

Work Address: 1421 Jefferson Davis Highway Crystal City, VA Work Phone: 7038882037 Ext: 205

**Request Remarks**

Remarks between Employee and Approving Official(s) (Optional)

User Name/ Remark Date	Remark
[User Name] [Remark Date]	[Remark Text]

**Add Remarks**

Please enter remarks below and click the "Add Remark(s)" button.

**General Remark**

[Send Email](#)

(email does not save remark)

[Add Remark](#)

[Forward To Registrar](#) [Disapprove Request](#)

FIGURE 36: Supervisor Dashboard

# 6

## LOG IN AS A TRAINING MANAGER

While training managers can request and manage their own training in FAITAS 2.0, its main use is to approve or disapprove application requests for courses from employees that have been forwarded by the supervisor.

The FAITAS 2.0 training manager main navigation menu (see Figure 37) includes:

**My Status** includes functions to view/edit your account, profile, and dashboard.

**Manage Career** includes functions to request, edit, or view training requests.

① **Manage Employees** allows you to recommend approval or disapprove training requests from Employees.

② **Manage Workforce**

**Help** provides links to user guides and Frequently Asked Questions.

**Logout** allows you to logout from the FAITAS 2.0 website.

**Not [Username]?** allows you to logout if your username is not the one listed.



FIGURE 37: Training Manager Navigation Bar

# Menu Items and System Features

## Dashboard

The dashboard is your homepage. The number of widgets or components that you see on the dashboard depends on your role.

As a training manager (see Figure 38), you see:

- ① Training Requests Pending Your Review  
Supervisor Training Requests Pending Your Review
- ② My Current Class List
- ③ Announcements
- ④ Transcript Summary

Widgets can be moved around the page for you to customize its appearance.

- ⑤ When you hover over a question mark icon, a text message may appear with contextual help.
- ⑥ From your dashboard, you can **Apply for Training**. (Refer to Manage Career for more information.)
- ⑦ You can also **Manage Training Requests** here.

**NOTE:** You can access *Manage Training Requests* also from the *Manage Employees* tab.

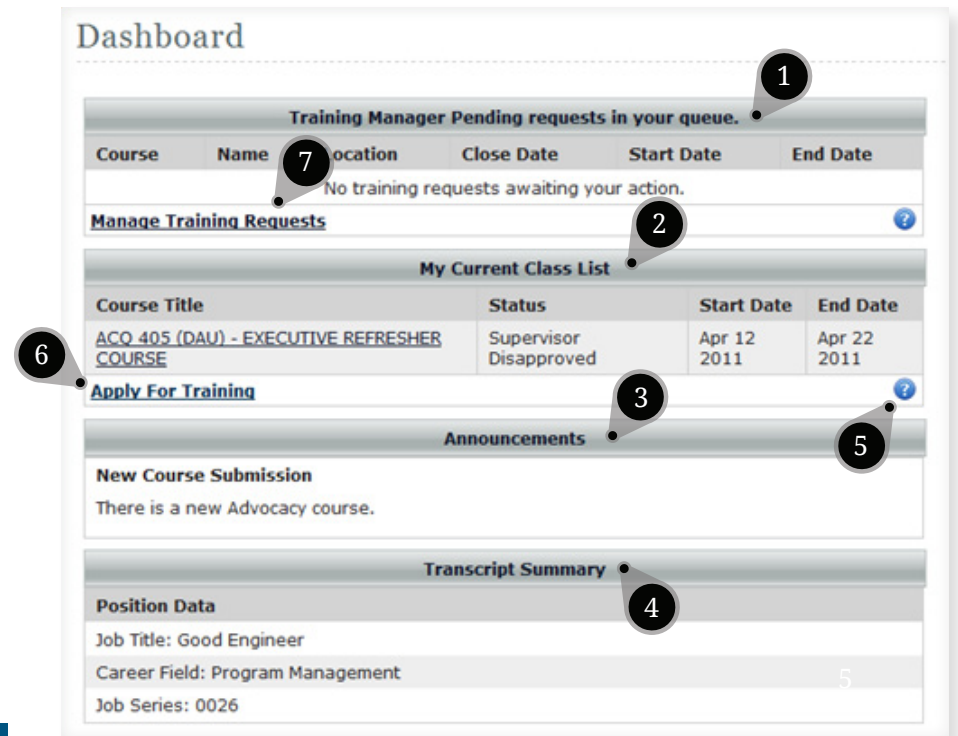


FIGURE 38: Training Manager Dashboard

## Menu Items and System Features *(continued)*

### Manage Training Requests

The FAITAS 2.0 allows training managers to approve or disapprove training requests from employees that have been forwarded by a supervisor.

Within your Dashboard, click **Manage Training Requests** or click **Review Training Requests** under the **Manage Employees** tab.

The **Pending Requests for Training Manager** window opens (see Figure 39).

- 1 Click an employee's name to access the training request.



**Pending Requests for Training Manager**

- Review supervisor training requests pending your review and concurrence. click on the applicant's

Supervisor Pending Requests						
Name	Fiscal Year	School Number	Course Number	Class	Status	Class Reservation Close Date
	2011	507	ACQ 201B	177	Supervisor Pending	Sep 26 2011
	2011	501	BCF 211	703	Supervisor Pending	Aug 28 2011

FIGURE 39: Pending Requests for Training Manager

## Menu Items and System Features *(continued)*

### Manage Training Requests

The **Review of [Course Title] Request for [Employee's Name]** window (see Figure 40) opens. As a Training Manager, you may take one of the following actions:

- **Forward to Registrar.** This action notifies the employee of your concurrence and forwards the request to the registrar.
  - **Disapprove Request.** This action notifies the employee of your disapproval and places the training request in a disapproval status.
- 1 In the Training Request window, you can also **View Training History** of the employee. **View Training History** allows training managers to look at all the previous training requests that have been submitted by the employee and current training request status.
  - 2 Enter remarks for the employee in the General Remark textbox. This is where you, for example, enter an explanation if the employee's request is disapproved.
  - 3 Click the Add Remark button to ensure the remark is saved.
- Click Send Email (optional).
- 4 Choose **Forward to Registrar** or **Disapprove Request**. After a training manager approves a training request, it is sent to the registrar. An e-mail notification is sent to the employee and the supervisor.

Regardless of whether you recommend approval of or disapprove a training request, a confirmation window opens that indicates the employee will receive an email explaining your action. Click **OK** to close the window.

**Review of APM 350B (Arlington, VA) Request for [Employee Name]**

Your employee has submitted the following request for training. Please review the request and use the buttons at the bottom to take the following actions:

- Forward To Registrar:** Notifies the applicant of your concurrence and forwards the request to Registrar.
- Disapprove Request:** Notifies the applicant of your disapproval and places the training request in a disapproval status.

**Training Offering Information**

Fiscal Year: 2011 School Number: 568 Course Number: APM 350B Phase: Class: 002

Course Title: PROGRAM MANAGEMENT OFFICE, PT B

Class Location: GMU BLDG - 3401 N FAIRFAX DR, ARLINGTON, VA 22201

Class Start Date: Aug 29 2011 Class End Date: Sep 23 2011

School Name: DEPARTMENT OF HOMELAND SECURITY

Delivery / Mode of Instruction: Resident Current Schedule: 24

[View Training History](#)

**Employee Information**

Name: [Redacted] Agency: DHS Bureau: CHIEF PROCUREMENT OFFICER Intern: No

Email Address: [Redacted]

Supervisor Name: [Redacted] Supervisor Email: [Redacted]

Job Code: 1750

Pay Plan: AD Pay Grade: 15

Career Field: Education, Training and Career Development Level Required: 3 Level Achieved: 2 AWF: Yes Disability:

Work Address: 1421 Jefferson Davis Highway Crystal City, VA Work Phone: 7038882037 Ext: 205

**Request Remarks**

Remarks between Employee and Approving Official(s) (Optional)

User Name/ Remark Date	Remark
[Redacted]	[Redacted]

**Add Remarks**

Please enter remarks below and click the "Add Remark(s)" button.

**General Remark**

[Send Email](#)

(email does not save remark)

[Add Remark](#)

[Forward To Registrar](#) [Disapprove Request](#)

FIGURE 40: Review of Employee Request for Training Manager



# 7

## HELP

Use the Help function to review frequently asked questions (FAQ) or access other help options including user guides and help systems.

## Frequently Asked Questions

The FAQ function includes a list of frequently asked questions and answers. Possible FAQs include information about special accommodation, registration, course, transcripts, and certification.

Click the **FAQ** function under the **Help** tab.

- 1 The Frequently Asked Questions window appears (see Figure 41). To filter the number of questions, narrow your search to specific modules, for example, training, or enter a keyword.
- 2 Click the **Search** button.
- 3 Click a question to see the corresponding answer. When you click a new question, the previous answer rolls up to leave just the answer to your current question.

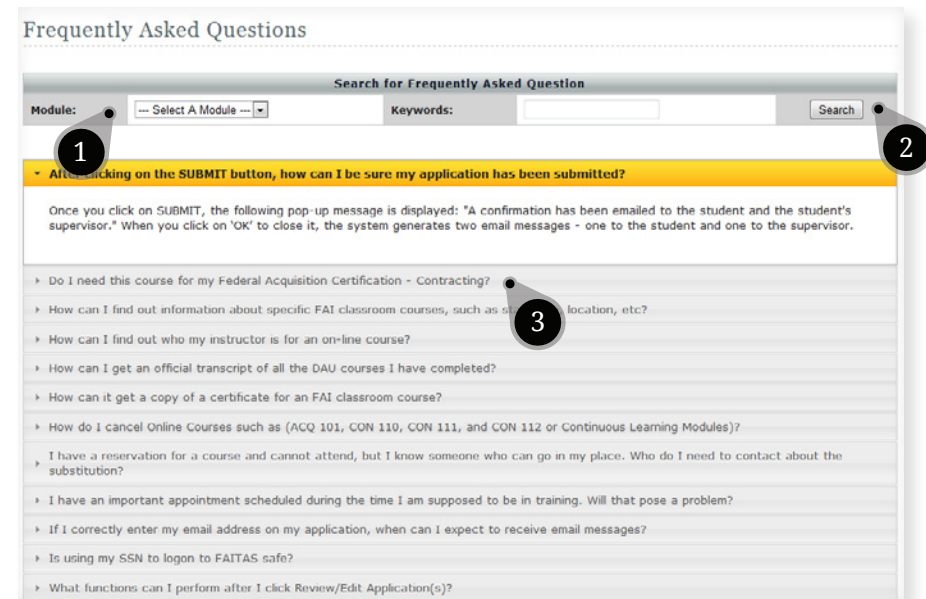


FIGURE 41: Frequently Asked Questions

# 8

## LOG OFF

Logging off FAITAS 2.0 requires one click of the mouse.

To log off FAITAS 2.0, click the **Logoff** button.

A green confirmation logged out text message appears at the top of the **Login** window (see Figure 42).



FIGURE 42: Log off.